

ASSISTANT PARKS AND RECREATION DIRECTOR - 3070

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work helping plan, organize and direct all recreation programs; does related work as required. Work is performed under general supervision. Supervision is exercised over all department staff in the absence of the Parks and Recreation Director.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, atmospheric conditions, and wearing a self contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Helping plan, develop, supervise and coordinate parks, recreation, and athletic programs and services for citizens of all ages; providing public relations and information programs; coordinating programs and services with other departments and agencies; preparing and maintaining files and records; preparing reports.

Assists department director with planning, organizing and directing comprehensive parks and recreation and athletic programs for all age groups; helps develop new programs and activities; evaluates and makes adjustments to existing programs;

Coordinates and supervise all activities in parks, pools, and facilities; assigns work; establishes schedules; evaluates work performance;

Recommends, develops, and implements policies, procedures, rules, and regulations governing department programs and activities;

Prepares a variety of reports concerning activities, budget, facilities, etc.;

Oversees program scheduling and reservations; ensures proper maintenance of facilities; oversees preparation of facilities for activities and events;

Coordinates and supervises special events and special programs;

Supervises the purchases of equipment, supplies and materials;

Conducts clinic for certification of coaches; provides instruction at clinic;

Instructs in youth and adult tennis;

Arranges, schedules, and directs tournaments;

Acts as department director when required;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of community recreational activities and their administration; thorough knowledge of the principles and methods of parks and grounds planning; thorough knowledge of the principles and practices of public administration with special reference to departmental personnel and budget administration; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreational philosophies to city authorities and private groups and agencies and the general public; ability to establish and maintain effective working relationships with officials, public groups, citizens and associates; ability to communicate ideas effectively, both orally and in writing; ability to direct the work of a large and diverse staff.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation and park administration or related field and considerable experience in the administration of recreational programs including some supervisory experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina and CPR, First Aid, NSF certificates. CPO, CLP and Playground Safety Inspector certificates preferred.